



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

003

Date: January 16, 2015

TO: ALL MISSION PERSONNEL

FROM: BRIAN RANDALL – HUMAN RESOURCES OFFICER

SUBJECT: IMMIGRANT VISA ASSISTANT (TEMPORARY)

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *The application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: Immigrant Visa Assistant

OPEN TO: ALL INTERESTED CANDIDATES

GRADE LEVEL: FSN-07, FP-07* (Full Performance Level)

WORK HOURS: Full Time, 40 hours per week

POSITION TYPE: TEMPORARY (NOT TO EXCEED ONE YEAR)

OFFICE LOCATION: Consular Section/Immigrant Visa Unit (IV)

OPENING DATE: March 2015

LENGTH OF EMPLOYMENT: March-September 2015

DEADLINE: February 1, 2015 at 6 P.M. Kyiv Time

**FP –7 is subject for confirmation with Washington.*

IMPORTANT ELIGIBILITY NOTE:

ALL U.S. CITIZEN, WHO ARE ORDINARILY RESIDENTS IN UKRAINE AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION. SUCH APPLICANTS ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

The employee performs clerical and related work pertaining to Immigrant Visa (IV) services. The range of immigrant visa cases includes immediate relative and preference categories, as well as more complicated cases such as Visas 91, Visas 92/93, orphan, special immigrant, employment-based and Diversity Visa (DV) categories. The employee ensures that IV cases are processed courteously, efficiently and in accordance with all applicable laws and regulations. The employee answers a variety of procedural inquiries related to different types of IVs, while exercising judgment in referring applicant's questions and/or written inquiries of a more complex nature to a more senior employee. The employee intakes and prepares applicants when they come for IV interviews. The employee physically prepares approved IVs in accordance with quality control instructions and regulations outlined in the Foreign Affairs Manual (FAM) and Department of State (DOS) Cables. The employee drafts outgoing correspondence in accordance with the FAM and local Standard Operating Procedures (SOPs).

REQUIRED QUALIFICATIONS:

EDUCATION:

Two years of college/university studies in general coursework is required.

WORK EXPERIENCE:

Two years of experience in office clerical work in a professional office environment is required.

LANGUAGE:

Level IV (fluent) of English, Ukrainian and Russian is required.

POST ENTRY TRAINING:

Completion of PC-102 Immigrant Law and Visa Operations (online) correspondence course.

KNOWLEDGE, SKILLS AND ABILITIES:

Must be able to operate photo capturing station (photos canner), scanner and visa quality assurance equipment (QA machine). Must have the ability to work under continuous pressure, paying maximum attention to the details of visa processing. Must have strong interpersonal skills and well-developed communication skills necessary to deal with the public in a courteous and service-oriented manner. Must have the ability to display patience and grace when assisting customers over the telephone and/or in person. Must have the ability to type, and to reply to simple oral and written inquiries. Must have the ability to pay maximum attention to the details of visa processing, and to contribute to the team-oriented approach in the IV Unit. Must be able to provide statistic information on cases and workload, and apply a number of mathematical formulas. Must have the computer skills to use Word, Access and Excel proficiently.

APPLICATION AND SELECTION PROCESS:

✓ The Universal Application for Employment (DS-174) is a **mandatory** application for all locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in English** and submit it to the Embassy Human Resources Office by COB **February 1, 2015**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section:

<http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) can be filled out electronically and emailed to: KyivHR@state.gov or faxed to: [521-51-55](tel:521-51-55).

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include a complete DS-174 will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

- Actual hiring for this job is subject to funds availability and should be confirmed by an appropriate bureau before a job offer is made.
- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a *probationary period* are not eligible to apply for this position.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- **U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980.** Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- All qualified EFM candidates will be interviewed by the Post Employment Committee and the hiring office. The PEC selects the candidate for the position and conveys that selection to the Front Office for concurrence.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED: JLittle - CONS (by e-mail)